

OCCUPATIONAL PROGRAM APPROVAL PROCEDURE

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OCCUPATIONAL PROGRAM APPROVAL PROCEDURE

Introduction

The State Board of Education has determined that before a new occupational program can be offered or an existing program can be modified, it must be approved by the New Jersey State Department of Education. An approval procedure has been designed to ensure the quality and appropriateness of occupational programs. This procedure requires information on the need for the program, program content and outcomes. The materials in this publication are to be used to submit the required information.

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1. Application Elements

1.1. Program Title

Provide the title you intend to use for the program and the Classification of Instructional Program (CIP), 1990 Edition title and six-digit code.

1.2. Occupational Objective

List the occupational title (s) for which learners will be trained and the competencies included in the title(s). Each program must lead to entry-level competencies in at least one occupational title [N.J.A.C. 6:43-3.2, 34 CFR Part 400. 4, 403.19 (a) (ix) (B)]. The competency list submitted must be an employer-verified task or competencies list such as a New Jersey Occupational Competency List [N.J.A.C. 6:43-3.12 (a) 1.], National Skill Standards Board list, or a Vocational-Technical Education Consortium of States (V-TECS) Catalog of Performance Objectives.

1.3. Need

- 1.3.1. WIB Verification - Provide a verification of program need from your local Workforce Investment Board (WIB) [N.J.A.C. 6:43-8.2]. The verification must include an assurance that there is no duplication of services within the service delivery area (SDA) or that additional training needs exist.
- 1.3.2. NJOICC Labor Demand List - Indicate whether or not the occupational titles included in the program are found on the latest New Jersey Occupational Information Coordinating Committee's (NJOICC) Labor Demand List.
- 1.3.3. Employer Survey - If the title (s) are not included on the Labor Demand List, a justification for a local need must be included. Include results of an employer survey that demonstrate the labor market demand within the district's or organization's service region for at least a five-year period.

1.4. Advisory Committee

- 1.4.1. Membership - Provide the names and affiliations of the program advisory committee members [N.J.A.C. 6:43-3.12 (a) 2.].
- 1.4.2. Participation Plan - Include a plan to solicit the active participation of employers and other community members in planning for and operating the program.

1.5. Admission Requirements

List admission requirements including minimum academic and occupational competencies, if any [N.J.A.C. 6:43-3-3.11]. Use Core Curriculum Content Standards Skills for the academic competencies and the Cross Content Workplace Readiness Standards and an employer-verified task or competency list for the occupational competencies.

1.6. Program Structure

1.6.1. Length - Provide the projected length (number of years) of the program.

1.6.2. Hours of Instruction - Provide the planned hours of instruction [N. J. A. C. 6:43-3.12 (a) 4. ii.].

1.6.3. Content - Provide an outline of the content offered each semester/block of the program.

1.7. Instructional Staffing

Provide the names and certifications of instructional staff, if known. If staff has not yet been identified, provide a plan for the recruitment of staff and a description of the certification to be required [N.J.A.C. 6:43-3.15].

1.8. Enrollment Projections

Provide an estimate of the number of learners to be served in each of the first five years of the program.

1.9. Curriculum

Provide a copy of the curriculum to be used. The curriculum must be competency-based and must include the following:

1.9.1. Technical Content - The curriculum must contain performance objectives, including tasks, conditions and standards; performance steps; enabling competencies, including related academic competencies; instructional strategies, including instructor and learner activities; and test items and evaluation criteria [N.J.A.C. 6:43-3.13].

1.9.2. Integration of Applied Academics - The curriculum must include specific strategies for the integration of basic and advanced academic skills [34 CFR Part 400.4, 403.190 (a) (ix)(A)].

- 1.9.3. Occupational Safety and Health Instruction - Instructional activities on occupational safety and health must be included [N.J.A.C. 6:53-2.2].

- 1.9.4. Work-Based Learning Component - The work-based learning component consists of five mandatory elements: work experience, job training, workplace mentoring, instruction in workplace competencies, and instruction in all aspects of the industry (P.L. 103-239 the School-to-Work Opportunities Act of 1994, Section 103). Work-based learning instruction must adhere to all applicable provisions and regulations of the Federal Fair Labor Standards Act, state and federal Child Labor laws and state administrative code.

1.10. Vocational Student Organizations

Provide a plan for the inclusion of vocational student organizations (VSOs) as an integral part of the curriculum for the occupational instruction offered [N.J.A.C. 6:43-3.17].

1.11. Facilities and Equipment

- 1.11.1. Facilities - Provide a description of the facilities to be used for the program [N.J.A.C. 6:43-3.14].
- 1.11.2. Tools and Equipment - Provide a detailed list of tools and equipment [N.J.A.C. 6:43-2.2(e)].
- 1.11.3. Equipment Update and Replacement Plan - Provide a five-year plan to update and replace equipment.
- 1.11.4. Safety Standards - Provide standards for equipment safety, use of hazardous materials and personal protection [N.J.A.C. Subchapter 3 and Subchapter 4].

1.12. Program Cost

- 1.12.1. Capital Budget - Provide detail on the costs associated with program implementation including construction, renovation and equipment.
- 1.12.2. Operating Budget - Provide an operating budget for each of the first three years of operation.
- 1.12.3. Unit Costs - Based on the information presented in Section 1.8. and Section 1.12.2., indicate the per student costs for each of the first three years of operation.

1.13. Career Guidance and Counseling

Show that the district has sufficient counseling personnel and can provide related services to enable the program to achieve and continue to meet its objectives. Provide a description of your competency-based, comprehensive career guidance and counseling program. Focus on the areas of self-knowledge, educational and occupational exploration and career planning. Indicate how the career development competencies will be addressed for all program participants and potential participants [N. J . A. C. 6:43-3.16].

1.14. Partnership Programs

- 1.14.1. Postsecondary - Provide a plan to link the secondary instruction to postsecondary instruction (e.g., the use of articulation agreements, participation in Tech Prep programs, apprenticeships, etc.).
- 1.14.2. Business/Industry - Provide a plan for partnerships with business and industry, including activities leading to industry certification, licensure or other employee training programs recognized by the industry.
- 1.14.3. Labor Organizations - Provide a partnership plan to link with labor organizations for apprenticeships or other education and training programs.

1.15. Participation of Special Populations

Provide a plan for the integration of special populations (persons with disabilities; individuals who are limited-English-proficient; individuals who are academically or economically disadvantaged; individuals in correctional institutions; and persons in programs which would be nontraditional for their gender* and under represented groups into the program [N.J.A.C. 6:43-5.1]. This plan must include:

- 1.15.1. Recruitment, Retention and Accessibility - Provide information on the plan to recruit and retain members of special populations and to provide accessibility.
- 1.15.2. Identification of competencies for Individualized Education Programs (IEP) - Provide information on the process for identification of competencies to be attained by learners whose program is guided by an Individualized Education Program (IEP).

*A program is nontraditional if individuals of one gender comprise 75% or more of the enrollment.

1.16. Evaluation

Provide a plan for how the district intends to collect and report information required by the New Jersey Program Performance Measures and Standards for Occupational and Technical Programs [N.J.A.C. 6:43-3.13(d), 6:43-3.18, 34 CFR Part 403.201, 403.202, 403.191]. The district's plan for program evaluation must address:

- 1.16.1. Attainment of Basic and Advanced Academic Skills - Include information on learner scores on the HSPT and enrollment in tech prep programs, advanced placement courses and honors courses.
- 1.16.2. Attainment of Marketable Occupational Competencies - Include information on learner scores on nationally recognized tests of occupational competency attainment, licensing and certification examinations, or other testing procedures approved by the state Department of Education.
- 1.16.3. Retention and Completion Rates
- 1.16.4. Participation of Special Populations - Include information on how the participation of special population will be measured.
- 1.16.5. Job Placement Rates - Include information on the methods for gathering data on placement rates for program completers [N.J.A.C. 6:43-7].

Refer to New Jersey Program Performance Measures and Standards of Occupational and Technical Programs for additional information.

1.17. Impact on Institutional Capacity

Detail the overall impact of the addition or expansion of this program on the institution's facilities and staff.

2. Submission Procedure

- Upon verification of the program need and recommendation of the Private Industry Council/Workforce Investment Board (PIC/WIB), the local board of education will submit the completed Occupational Education Program Approval Request for each new or modified program to the director of the Office of School-to-Career and College Initiatives (OSTC&CI).
- The request will be reviewed by the director of OSTC&CI. If the application is incomplete or does not meet the criteria, it will be returned to the local board within 30 days of receipt. The local board may revise and resubmit the request.
- If the director determines that the application is complete and meets the criteria, it will be submitted to the Occupational Education Task Force (OET) of the State Employment and Training Commission, within 30 days of receipt from the local board.
- The OET will review the request and provide its recommendation(s) to the director of the OSTC&CI within 60 days of receipt of the request from the director's office.
- The director of OSTC&CI will review the recommendation(s) of the OET, and discuss the recommendations with the county superintendent.
- The director shall then approve or disapprove the request for program approval.
- The director will notify the county superintendent, the district board of education, the PIC/WIB and the OET of the program's status within 10 days of receipt of the recommendations from the OET.
- Local boards dissatisfied with the decision on the request may appeal the decision to the Commissioner of Education.
- The commissioner's decision may be appealed as set forth in N.J.A.C. 6:24, Controversies and Disputes.

OCCUPATIONAL PROGRAM APPROVAL APPLICATION

**STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION
OFFICE OF SCHOOL-TO-CAREER & COLLEGE INITIATIVES**

COUNTY CODE: _____ COUNTY NAME: _____

DISTRICT CODE: _____ DISTRICT NAME: _____

Contact Person:

Name: _____

Title: _____

Telephone: _____ FAX: _____

Signature, Chief School Administrator/President

Date

OCCUPATIONAL PROGRAM APPROVAL APPLICATION

Check if
Completed

1.1. Program Title:

1.2. Occupational Objective

Occupational Title	CIP Number

(Attach additional pages for occupational titles and CIP codes if necessary)

1.3. Need

1.3.1. WIB Endorsement - Attach

1.3.2. Occupation included in NJOICC Labor Demand List? Yes _____ No _____

1.3.3. Employer Survey - Attach

1.4. Advisory Committee

1.4.1. Membership

Name	Affiliation

(Attach additional names and affiliations if necessary.)

OCCUPATIONAL PROGRAM APPROVAL APPLICATION

1.4.2. Advisory Committee Participation Plan - Attach

OCCUPATIONAL PROGRAM APPROVAL APPLICATION

Check if
Completed

1.5. Admission Requirements - Attach

1.6. Program Structure

1.6.1. Length: 1 year _____ 2 years _____ 3 years _____ 4 years _____

1.6.2. Instructional Hours = ____ hours/wk x ____ weeks/year = ____ Total instructional hours/year.

1.6.3. Content Outline: Attachment

1.7. Instructional Staffing

Name: _____ SS#: _____

Certification: _____

Name: _____ SS#: _____

Certification: _____

(Attach additional pages if necessary)

Staff not identified. Recruitment plan attached.

1.8. Enrollment Projections:

	Secondary	Post-secondary
Year 1	_____	_____
Year 2	_____	_____
Year 3	_____	_____
Year 4	_____	_____
Year 5	_____	_____

OCCUPATIONAL PROGRAM APPROVAL APPLICATION

**Check if
Completed**

- 1.9. Curriculum - Attachment
The curriculum must include:
 - 1.9.1. Technical content
 - 1.9.2. Integration of Applied Academics
 - 1.9.3. Occupational Safety and Health Instruction
 - 1.9.4. Work-based Learning Component
- 1.10. Vocational Student Organizations Plan - Attachment
- 1.11. Facilities and Equipment
The plan for facilities and equipment must include:
 - 1.11.1. Facilities - Attachment
 - 1.11.2. Tools and Equipment - Attachment
 - 1.11.3. Equipment Update and Replacement Plan - Attachment
 - 1.11.4. Safety Standards - Attachment
- 1.12. Program Cost
The projected plan for program costs must include:
 - 1.12.1. Capital Budget - Attachment
 - 1.12.2. Operating Budget - Attachment
 - 1.12.3. Unit Costs - Attachment
- 1.13. Career Guidance and Counseling - Attachment

OCCUPATIONAL PROGRAM APPROVAL APPLICATION

**Check if
Completed**

1.14. Partnership Programs

1.14.1. Postsecondary Partnerships - Attachment

1.14.2. Business/Industry Partnerships - Attachment

1.14.3. Labor Organizations Partnerships - Attachments

1.15. Participation of Special Populations

1.15.1. Recruitment, Retention and Accessibility Plan - Attachment

1.15.2. Identification of Competencies for IEP's - Attachment

1.16. Evaluation

Plan must include how the district will evaluate

1.16.1. Attainment of Basic and Advanced Academic Skills - Attachment

1.16.2. Attainment of Marketable Occupational Competencies - Attachment

1.16.3. Retention and Completion Rates - Attachment

1.16.4. Participation of Special Populations - Attachment

1.16.5. Job Placement Rates - Attachment

1.17. Impact on Institutional Capacity - Attachment